

303. THE EXECUTIVE ASSISTANTS. The Executive Assistants described in the following paragraphs may be assigned to the Executive Officer. Their duties may be either primary or collateral. When performing duties on a collateral basis, officers and petty officers acting as assistants to the Executive Officer report directly to him/her, regardless of their primary assignment in the organization. Positions should be well defined in the unit's organization and regulations manual by functional guides. This article presents functional guides for assistants to the Executive Officer. The size of the executive's organization depends on the number of officers and petty officers available for assignment to those duties.. Figure 3-1 may be modified to meet individual command requirements. Functional guides for additional Executive Assistants may be prepared using these as examples.

303.1 ADMINISTRATIVE ASSISTANT (AA)

a. BASIC FUNCTIONS. The Administrative Assistant is an aide to and may be delegated to act for the Executive Officer in specific functions of administration. He/she serves as the X-Division Officer.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Observe and report to the Executive Officer on the effectiveness of administrative policies, procedures, and regulations of the command.

(2) Review correspondence prepared for the signature or review of the Executive Officer, ensuring that it conforms with the Navy Correspondence Manual, SECNAVINST 5216.5C (NOTAL), and pertinent command directives.

(3) Screen correspondence and directives routed to the Executive Officer. Initiate administrative actions where appropriate, as in the case of Senior Officer Present Afloat (SOPA) instructions and other administrative directives.

(4) Schedule visitor interviews with the Executive Officer and other officers as appropriate.

(5) Coordinate the assignment of enlisted personnel to Executive Assistants.

(6) Exercise budgetary control of expenses of Executive Assistants. Approve requisitions for operating supplies, equipment, and services within the budget allowances for X-Division.

1. IN DESIGNATED SHIPS THIS OFFICER HEADS A DEPARTMENT AND SHALL BE LISTED ON THE SHIP'S ORGANIZATIONAL CHART WITH THE OTHER DEPARTMENTS.
2. ASSIGNED TO MAINTENANCE MANAGEMENT DEPARTMENT IN CV/CVN
3. THE SECURITY OFFICER BILLET ONBOARD DESIGNATED SHIPS SHALL BE A 649X/749X DESIGNATOR WITH NOBC 2771.

Enclosure (1)

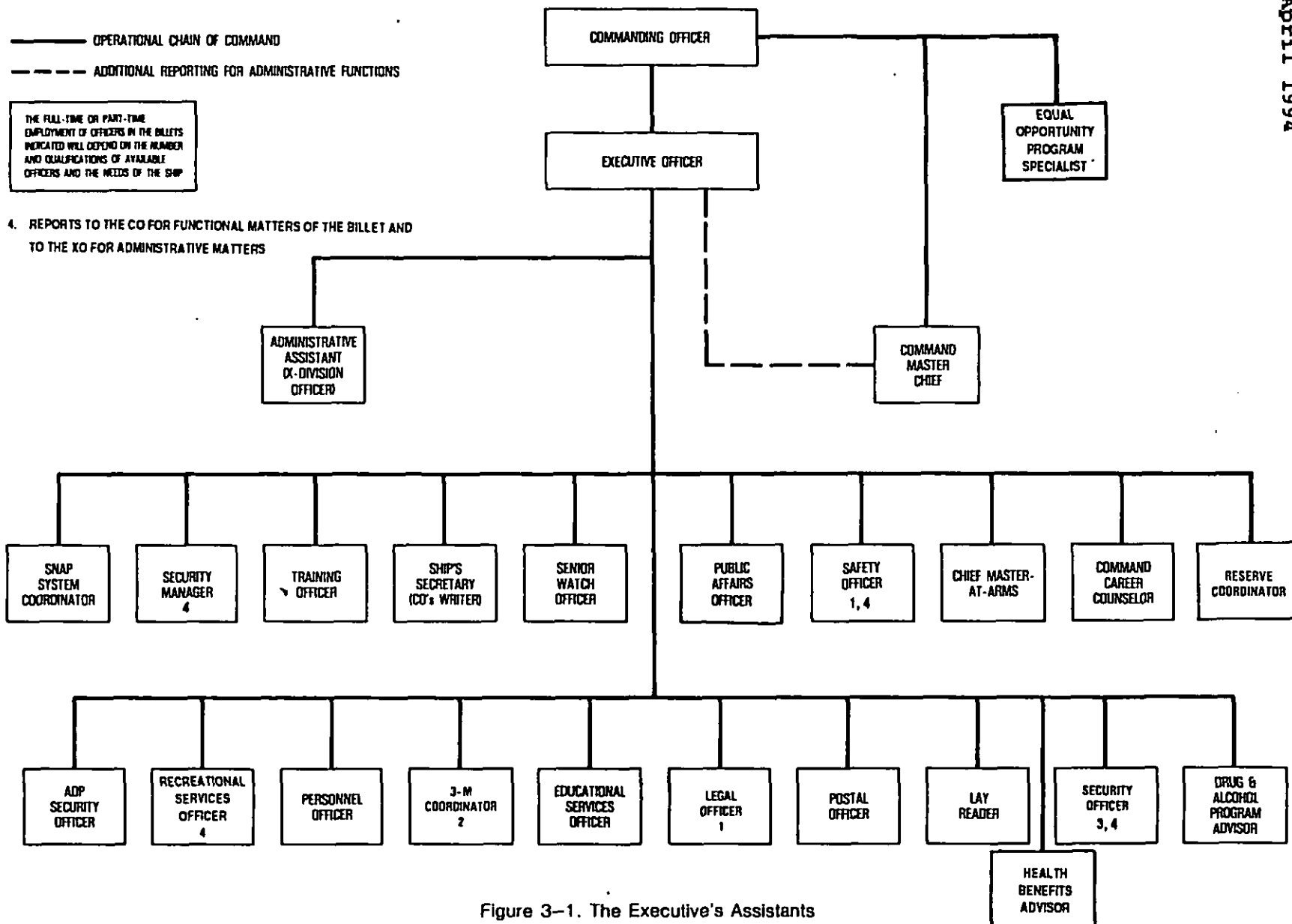


Figure 3-1. The Executive's Assistants

(7) Supervise preparation of the plan of the day, and its review, prior to submission for signature.

(8) Exercise administrative direction of the print shop and associated duplicating equipment (except in units that have a repair department).

(9) Coordinate the indoctrination of newly reported personnel.

(10) Supervise the professional training and education of enlisted personnel assigned to the administrative and personnel offices.

(11) Coordinate the division safety program with the unit's Safety Officer and supervise the division Safety Petty Officer.

c. ORGANIZATIONAL RELATIONSHIPS. Within his/her delegated authority, the Administrative Assistant is the direct representative of the Executive Officer. He/she will report to the Executive Officer and receive reports as follows:

(1) From Executive Assistants regarding routine administration.

(2) From enlisted personnel assigned to his/her direct supervision.

(3) From the Bandmaster when embarked.

### 303.2 AUTOMATIC DATA PROCESSING (ADP) SECURITY OFFICER

a. BASIC FUNCTION. The ship's Automatic Data Processing (ADP) Security Officer is responsible, under the Commanding Officer, for ensuring adequate security for ADP systems (SECNAVINST 5239.2 (NOTAL)). The security program includes software and hardware security features as well as administrative, physical, and personnel security controls for providing an adequate degree of security for ADP systems.

#### b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Provide guidance to the command to ensure compliance with security directives and serve as the major proponent of ADP system security in discussions concerning the operation of the ADP system.

(2) Develop and maintain the activity's ADP Security Plan to support accreditation responsibility and requirements for

shipboard ADP, as prescribed by SECNAVINST 5239.2 (NOTAL). The plan should include conduct of risk assessment, security test and evaluations, and contingency planning. Documentation should be updated whenever there is a major change in facilities, equipment, or software but not less frequently than every three years.

(3) Supervise, test, and monitor those changes in the ADP system which would affect its security posture so that a secure system is maintained.

(4) Monitor system activity to ensure compliance with security directives and procedures.

(5) Review command procedures which affect the overall security of the ADP system, including the receipt, storage, and distribution of material and data.

(6) Establish and maintain liaison with remote facilities served by the ADP system to assure that a remote facility Security Officer is designated by the served activity to ensure compliance with procedures established by the ADP Security Officer.

(7) Conduct risk assessments, and provide documentation whenever there is a major change in facilities, equipment, or software but not less frequently than every three years.

(8) Ensure the correction of security deficiencies of an ADP system approved for handling classified information.

(9) Ensure appropriate review and disposition of system housekeeping or audit records concerning security violations, security related system malfunctions, and tests of the security feature of the ADP system.

(10) Establish and maintain a classified information processing system (CLIPS) document file in accordance with OPNAV C5510.93E (NOTAL).

c. ORGANIZATIONAL RELATIONSHIPS. The Ship's ADP System Security Officer has direct access to the Commanding Officer in matters relating to ADP security.

### 303.3 CHIEF MASTER-AT-ARMS (CMAA)

a. BASIC FUNCTION. A Chief Master-At-Arms will be assigned in each unit and will be responsible for the supervision, direction, and employment of the assets of the Security Department/Division and assisting the Commanding Officer in

maintaining the security, good order and discipline of the ship. When no security officer is authorized/assigned; the duties, responsibilities, and authority described in paragraph 303.17 are incorporated here.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

- (1) Organize and train the Master-At-Arms force.
- (2) Enforce Navy regulations, unit's regulations, and other directives, establishing standards of dress, grooming, behavior and performance.
- (3) Supervise preliminary investigation of suspected or possible violations of the UCMJ.
- (4) Assist the Officer of the Day/Command Duty Officer (OOD/CDO) in the execution of the unit's routine.
- (5) Supervise extra duty personnel and personnel performing hard labor without confinement, and maintain records of all such duties and labor which are assigned and performed.
- (6) Ensure that duty Masters-At-Arms are present at captain's masts, courts-martial, and at the scenes of all emergencies.
- (7) Assist the Brig Officer (if assigned) in ensuring the safety of prisoners in the brig and their release in time of emergency. When Condition I is set, release prisoners to man battle stations if directed by the Commanding Officer.
- (8) Assist the senior Shore Patrol Officer (when assigned) in the establishment and training of personnel assigned to shore patrol duties.
- (9) Maintain the lucky bag.
- (10) Furnish escorts for the Commanding Officer, Executive Officer, and visitors, as directed.
- (11) Ensure that regulations and instructions regarding unit visitors are enforced.
- (12) Ensure proper and timely preparation of the following reports as appropriate: The morning report of prisoners, the daily misconduct report, and the MAA inspection reports.

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(13) At sea, make eight o'clock reports to the Executive Officer or the Command Duty Officer. In port, the duty MAA will make eight o'clock reports.

(14) Ensure that the safety responsibilities of the MAA force specified in articles 704.7 and 707.1 are fulfilled.

(15) Ensure duty Master-At-Arms force perform their law enforcement duties under OPNAVINST 5580.1.

c. ORGANIZATIONAL RELATIONSHIPS. The Chief Master-At-Arms reports to the Executive Officer, or to the Security Officer on CV, LCC, LPH, and LHA class ships, for the performance of duty. For routine administration and accountability of personnel assigned to the Chief Master-At-Arms, the CMAA reports to the Division Officer, or Administrative Officer, as appropriate. Personnel of the Master-At-Arms force report to the CMAA.

#### 303.4 COMMAND CAREER COUNSELOR (CCC)

a. BASIC FUNCTION. The CCC is the command's career information program manager (Reference OPNAVINST 1040.6A). The career counseling program shall be under the direction of the Commanding Officer. The Career Counselor ordered in by Bureau of Naval Personnel (BUPERS) or appointed by the Commanding Officer will manage the program. He/she will have the counseling NEC 9588/89 or be in the Navy Counselor rating.

##### b. DUTIES, RESPONSIBILITIES AND AUTHORITY

(1) Organize and manage an effective retention program utilizing the principles of the Retention Team Manual, NP15878G.

(2) Organize, train, and support the Command Retention Team.

(3) Maintain command retention statistics.

(4) Maintain a tickler file to ensure that all personnel receive the career counseling interviews listed in the Retention Team Manual.

(5) Ensure that the Commanding Officer is kept informed on matters that will affect command retention.

(6) Maintain close liaison with retention offices in the chain of command.

c. ORGANIZATIONAL RELATIONSHIPS. The Command Career Counselor reports directly to the Commanding Officer via the

Executive Officer for the performance of career counseling duties and for retention program management.

303.5. COMMAND MASTER CHIEF (C M/C)

a. BASIC FUNCTIONS. The C M/C is the enlisted advisor to the command on the formulation and implementation of policies pertinent to morale, welfare, job satisfaction, discipline, utilization and training of all enlisted personnel and as such the C M/C has direct access to the Commanding Officer. The C M/C takes precedence over all other enlisted members within a command.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Maintain and promote effectiveness and efficiency of chain of command.

(2) Assist the Commanding Officer in all matters pertaining to welfare, health, job satisfaction, morale, utilization, and training of enlisted personnel in order to promote traditional standards of good order and discipline.

(3) Advise the Commanding Officer on formulation and implementation of changes in policy pertaining to enlisted members.

(4) Attend meetings as directed by the Commanding Officer to keep apprised of current issues and provide a representative enlisted input.

(5) Participate in ceremonies honoring command members.

(6) When appropriate, represent or accompany the Commanding Officer to official functions, inspections, and conferences.

(7) Participate in reception and hosting of official visitors to the command.

(8) Upon invitation and as approved by the Commanding Officer, represent the command and Navy at community and civic functions.

(9) OPNAVINST 1306.2A (NOTAL) provides additional guidance.

c. ORGANIZATIONAL RELATIONSHIPS. The C M/C reports to the Executive Officer but has direct access to the Commanding Officer.

### 303.6 DRUG/ALCOHOL PROGRAM ADVISOR (DAPA)

a. BASIC FUNCTION. The DAPA is responsible to the Commanding Officer for all drug and alcohol abuse Level I programs. All Navy commands are required to have a minimum of one member assigned to the collateral duty of DAPA. Larger commands should assign DAPAs on the ratio of one DAPA per 300 personnel attached and commands greater than 1000 shall have at least one full time DAPA. The Commanding Officer may appoint as many DAPAs as necessary to satisfy command requirements.

#### b. DUTIES, RESPONSIBILITIES AND AUTHORITY

(1) Advise the Commanding Officer on the administration of the command alcohol and drug abuse program.

(2) As directed by the Commanding Officer, conduct onboard administrative screenings of identified drug and alcohol abusers to determine the severity of their drug and alcohol problems, amenability to assistance, and provide inputs to prognosis of successful program completion.

(3) Conduct the Level I drug and alcohol abuse prevention and education program for the command (see enclosure (6) of OPNAVINST 5350.4B (NOTAL)).

(4) Monitor, when required, members who return to the command following completion of Level II and III programs with the follow-on support recommendations of the rehabilitation facility (see enclosures (6) and (7) of OPNAVINST 5350.4B (NOTAL)).

(5) Serve as the command self-referral procedure agent (see enclosure (5) of OPNAVINST 5350.4B (NOTAL)).

(6) Prepare drug/alcohol abuse reports as prescribed in enclosure (13) of OPNAVINST 5350.4B (OPNAV 5350-2 applies) (NOTAL).

c. COLLABORATION WITH THE MEDICAL OFFICER. In the performance of his/her duties the Drug/Alcohol Program Advisor (DAPA) will inform the Medical Officer or Medical Department Representative of any condition which may require medical attention and will consult with the Medical Officer or Medical Department Representative regarding cases requiring collaborative efforts.

d. ORGANIZATIONAL RELATIONSHIPS. The DAPA reports to the Executive Officer regarding assigned duties and all drug and alcohol abuse prevention, control, and enforcement programs. Personnel associated with drug and alcohol abuse education,



rehabilitation, identification, and enforcement shall coordinate with the DAPA. Additionally, the DAPA provides inputs to the Planning Board for Training on drug and alcohol education and to the Recreation Committee for development of positive alternatives to alcohol and drug abuse.

### 303.7 EDUCATIONAL SERVICES OFFICER (ESO)

a. BASIC FUNCTION. The Educational Services Officer assists the Executive Officer in administering educational programs. The basic functions are:

(1) Coordination of officer and enlisted training and on-duty education programs in conjunction with department heads, division officers and the Planning Board for Training.

(2) Plan for and coordinate active command participation in the Navy Campus voluntary education program. Work with the education specialists supporting the command in assisting and meeting the educational needs of the command.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Supervise the administration and operation of the training office and training aids.

(2) Be a member of the Planning Board for Training.

(3) Be responsible for administrative processing of training quota requests.

(4) Assist the Training Officer in administering the command's training program.

(5) Provide material, space, and personnel to examining boards.

(6) Prepare, conduct, and grade examinations for advancement to pay grade E-3 and other examinations as requested.

(7) Direct the command educational program, including encouraging and advising personnel on voluntary programs, processing applications for educational programs, and assisting personnel in obtaining vocational/technical, high school, and college certifications.

(8) Be responsible for the proper handling and safeguarding of educational testing materials.

(9) Obtain technical and administrative information about the Navy Campus voluntary educations program, as well as guidance on testing and counseling service. Coordinate with the appropriate Navy Campus to ensure voluntary educational programs are being provided. Act as liaison with Navy Campus office (CNETINST 1560.3D and OPNAVINST 1560.9 provide additional guidance on the various Navy Campus programs).

(10) Process applications for officer programs and make arrangements for interviews and tests, as required.

c. ORGANIZATIONAL RELATIONSHIPS. The ESO reports to the Executive Officer regarding assigned duties and to the appropriate division officer/department head for the accountability and routine administration of personnel assigned to his/her supervision. The ESO provides liaison with Navy Campus educational advisors to obtain professional assistance in using Navy Campus voluntary educational programs. The ESO collaborates with the following offices in administering the educational programs:

- (1) Members of the Planning Board for Training.
- (2) Division officers.
- (3) Administrative Assistant/Personnel Officer.
- (4) Training Assistant of department heads and division officers.
- (5) Command Career Counselor.

### 303.8 EQUAL OPPORTUNITY PROGRAM SPECIALIST (EOPS)

a. GENERAL DUTIES. Performs duties as equal opportunity advisor to commanders/commanding officers of major commands and staffs or as Command Managed Equal Opportunity (CMEO) training facilitators at Fleet Training Centers. Provides briefings on EO matters. Facilitates formal Command Training Team (CTT) and Command Assessment Team (CAT) indoctrination courses and various seminars and workshops. Formulates and revises pertinent EO directives. Writes, edits and publishes documents on EO related matters. Collects data, monitors program progress and prepares reports. Participates in EO meetings, conferences and seminars. Assists in performing inspections. Conducts public/community relations work. Coordinates ethnic observances.

b. SPECIFIC DUTIES. To provide assistance to commands in training, assessment, and investigating. General tasks include but are not limited to the following:

- (1) Brief commanders and commanding officers on DOD and Navy equal opportunity policy.
- (2) Conduct assist visits and inspections of subordinates commands in conjunction with Immediate Superior in Command inspections.
- (3) Conduct initial interview and screen personnel for equal opportunity program training.
- (4) Investigate or aid in the investigation of and monitor all alleged discrimination complaints.
- (5) Establish and maintain files on all verified complaints.
- (6) Conduct informal individual and group assessment interviews.
- (7) Report equal opportunity assessment data through the chain of command as required.
- (8) Co-facilitate Command Training Team indoctrination and Command Assessment Team indoctrination.
- (9) Assist subordinate units in planning, scheduling, and conducting equal opportunity training.
- (10) Advise commanders, commanding officers and special observance committees on ethnic celebrations, events and displays.
- (11) Apprise subordinate commands on recent developments in areas of equal opportunity.

c. ORGANIZATIONAL RELATIONSHIP. The Equal Opportunity Program Specialist reports directly to the Commander/Commanding Officer, orally or by written reports concerning the performance of his/her duties.

### 303.9 HEALTH BENEFITS ADVISOR (HBA)

a. BASIC FUNCTION. The Health Benefits Advisor is responsible to the Commanding Officer for the general awareness of health benefits by assigned personnel and their dependents. At selected medical facilities, the HBA is a full time primary billet. For activities other than those with a full time HBA assigned, the HBA is not expected to be expert in all aspects of health benefits, but will be readily available to advise and refer those requiring health benefits assistance.

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b. DUTIES AND RESPONSIBILITIES. The health benefits advisor, for activities not assigned a full time HBA, will maintain a file of appropriate health benefits literature, publish frequent awareness material in the plan of the day, and assist assigned personnel and their dependents in obtaining benefits, as required.

c. ORGANIZATIONAL RELATIONSHIPS. The HBA reports to the Executive Officer.

303.10 LEGAL OFFICER (Units without Judge Advocates assigned)

a. BASIC FUNCTION. The Legal Officer is an advisor and staff assistant to the Commanding Officer and the Executive Officer concerning the interpretation and application of the Uniform Code of Military Justice, the Manual for Courts-Martial, and other military laws and regulations in the maintenance of discipline and the administration of justice within the command.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Draft the orders convening courts-martial and the appointing orders of officers assigned to conduct JAG Manual investigations. When circumstances permit, consult a judge advocate when preparing such documents and others related to the administration of Military Justice, JAG Manual investigations, and so forth.

(2) Ensure that officers and enlisted personnel assigned to courts-martial, investigations, and other legal duties are familiar with those duties.

(3) Collaborate with the Training Officer to ensure that all officers and enlisted personnel are fully acquainted with their rights and obligations under the UCMJ.

(4) Supervise the technical and clerical preparation of charges.

(5) Participate, as required, in processing cases involving nonjudicial punishment; and recommend that appropriate cases be referred to trial by courts-martial.

(6) Review court-martial records, and prepare a recommendation in accordance with the MCM to assist the convening authority in deciding what action to take on the sentence. Consult a judge advocate when circumstances permit.

(7) Review for accuracy, clarity, consistency, completeness, and compliance with applicable directives, JAGMAN

investigative reports, and prepare recommended command endorsement.

(8) Refer personnel needing assistance with personal legal problems to the cognizant Naval Legal Service Office or nearest Armed Forces legal assistance officer. (See JAG Manual, Chapter VII.)

(9) Draft orders convening formal pretrial investigations pursuant to Article 32, UCMJ; and

(10) Draft the Convening Authority's action on the record of trial and the court-martial issuing order, when required.

c. ORGANIZATIONAL RELATIONSHIPS. The Legal Officer reports to the Executive Officer for the performance of assigned duties and to the X-Division Officer for matters of accountability and routine division administration of the enlisted personnel assigned to his or her supervision. When a Judge Advocate is assigned, the Judge Advocate shall head a Legal Department and the provisions of paragraph 332 shall apply.

Officers and enlisted personnel assigned to the legal office report to the Legal Officer.

### 303.11 PERSONNEL OFFICER

a. BASIC FUNCTION. The Personnel Officer is responsible for enlisted personnel placement following the Personnel Assignment Bill and for the administration and custody of enlisted personnel records. SECNAVINST 5720.42E shall be referred to concerning all requests for Department of the Navy records that can reasonably be interpreted as requests under the Freedom of Information Act. Additionally, SECNAVINST 5211.5D must be carefully followed concerning collecting personal information and safeguarding, maintaining, using, accessing, amending, and disseminating personal information maintained in systems of records. Particular attention must be paid to requests for lists of names and duty addresses or home addresses or phone numbers of crew members. See paragraph 510.58.

#### b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Supervise the administration of the personnel office.

(2) Maintain the service records of enlisted personnel. Supervise the accounting of enlisted personnel, including the submission of Personnel Diary, maintenance of Enlisted Distribution and Verification Reports, and review Enlisted Manpower Authorization and Ship/Squadron Manning Documents.

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(3) Ensure that all directives and communications relating to transfers, receipts, advancements or reductions in rating, reenlistments, or any other changes in the status of enlisted personnel are executed and recorded.

(4) Supervise the processing of enlisted performance evaluations, leave papers, identification cards, and orders.

(5) Comply with directives pertaining to administration of enlisted personnel.

(6) Supervise the compilation and forwarding of information from service records for the use of the Commanding Officer at Commanding Officer's Nonjudicial Punishment, and maintain the mast record if a judge advocate officer is not assigned.

(7) Review the eligibility of personnel to attend service schools.

(8) Initiate correspondence concerning the unit's allowance and use of personnel to the type commander or Chief of Naval Personnel.

(9) Perform other duties as assigned.

c. ORGANIZATIONAL RELATIONSHIPS. The Personnel Officer reports to the Executive Officer for the performance of duty and to the appropriate Division Officer/Department Head regarding the routine administration of assigned enlisted personnel.

### 303.12 POSTAL OFFICER

a. BASIC FUNCTION. The Postal Officer supervises the detailed postal functions of the command.

#### b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Organize and supervise the postal functions of the unit.

(2) Ensure timely distribution of the mails through mail orderlies appointed from each division.

(3) Ensure that the designation of a Navy Postal Clerk is entered on a separate page 13 (Administrative Remarks) of the service record.

(4) Ensure proper security stowage for all postal effects held in trust.

(5) Ensure audits of stamp accounts are conducted monthly.

(6) Ensure money order reports and funds are audited and verified on each day money order business is conducted, funds are exchanged for U.S. Treasury checks and all funds, reports and related items are submitted by registered mail to the Money Order Division, St. Louis, Missouri.

(7) Ensure Custodian of Postal Effects (COPE) and Military Postal Clerk(s) (MPC) are designated on DD 2257.

(8) Ensure compliance with the OPNAVINST 5112.4B and OPNAVINST 5112.5A (which includes DOD Postal Manuals, Vols I and II respectively); OPNAVINST 5112.6B; and the U.S. Postal Service Publications (NOTAL).

c. ORGANIZATIONAL RELATIONSHIPS. The Postal Officer reports to the Commanding Officer via the Executive Officer on postal matters. Enlisted personnel assigned to the post office report to the Postal Officer for technical direction and personnel administration.

### 303.13 PUBLIC AFFAIRS OFFICER (PAO)

a. BASIC FUNCTION. The Public Affairs Officer assists the Commanding Officer and the Executive Officer in carrying out the public affairs program of the unit. SECNAVINST 5720.42E shall be referred to concerning all requests for Department of the Navy records that can reasonably be interpreted as requests under the Freedom of Information Act. Additionally, SECNAVINST 5211.5D must be carefully followed concerning collecting personal information and safeguarding, maintaining, using, accessing, amending, and disseminating personal information maintained in systems of records. Particular attention must be paid to requests for lists of names and duty addresses or home addresses or phone number of crew members. See paragraph 510.58.

#### b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Keep the Commanding Officer and Executive Officer informed concerning public affairs trends, policies, and potentialities, including directives on security and release of information for publication.

(2) Supervise the preparation of material for public release from the unit following guidance from the chain of command. Supervise compliance with Public Affairs directives in regard to releases or proposed releases concerning unit and

personal achievement, serious accident/incident, and unit participation in community relations activities.

(3) Assist the Commanding Officer in interviews with the press.

(4) Assist in publishing the unit's newspaper, conducting Captain's Call, and other internal communication efforts as desired.

(5) Coordinate and conduct an active community relations program between the unit and local civilian sectors/organizations.

(6) Prepare briefing material and information pamphlets for embarked guests.

(7) Ensure fleet home town news center information is properly compiled and used by the command.

(8) Maintain liaison with higher echelon public affairs offices.

These duties are principal duties only. For more detailed duties, refer to Department of Navy Public Affairs Regulations SECNAVINST 5720.44A (NOTAL).

c. ORGANIZATIONAL RELATIONSHIPS. The Public Affairs Officer reports to the Commanding Officer, normally via the Executive Officer regarding public affairs duties, and to the appropriate division officer/department head regarding routine administration. Enlisted personnel assigned to duty in public affairs report to the Public Affairs Officer.

#### 303.14 RECREATIONAL SERVICES OFFICER

a. BASIC FUNCTION. The Recreational Services Officer is appointed to exercise administrative and executive control and accountability for the recreational services program. The program shall be administered following the Afloat Recreation Manual (BUPERSINST 1710.17 (NOTAL)).

#### b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Develop and administer an active and varied program of recreation activities, interdivisional athletics, off-duty activities and diversions for assigned personnel.

(2) Be custodian of the recreation fund if no other officer is assigned.



(3) Ensure preparation and timely submission of required reports concerning recreational services activities.

(4) Develop a financial budget for appropriated and non-appropriated funds and administer the use of recreation funds per the Recreational Services Manual and Navy Comptroller Manual, Vol. VII (NOTAL).

(5) Supervise the purchase, maintenance, and disposition of all recreation property and equipment required to support the recreational services program. Ensure the equipment meets the safety guidelines established by nationally recognized consensus agencies as determined by BUPERSINST 1710.20.

(6) Supervise the issuance and use of all recreation equipment.

(7) Use the forms specified in the Nonappropriated Fund Accounting Procedures Manual, (NAVSO P-3520 (NOTAL)).

(8) Coordinate Recreational Services activities with special interest groups, clubs, private associations, volunteer tour programs, or other miscellaneous recreation programs under Navy or civilian sponsorship.

(9) Maintain liaison with other units, stations, and civilian communities with respect to available recreation programs and facilities.

(10) Encourage participation in intramural sports programs to stimulate competitive spirit and physical fitness in accordance with the health and physical readiness program (OPNAVINST 6110.1D (NOTAL)) and the weight control instructions.

(11) Maintain close liaison with Recreation Committee, Recreation Council, and the local Fleet Recreation Coordinator.

(12) Train and supervise the personnel assigned in the specialized functions of recreational services.

(13) Coordinate a recreational safety program with the unit's Safety Officer. Promote recreational safety through training and education. Conduct seasonally and geographically appropriate training quarterly.

(14) Attend all meetings of the Recreation Council and Recreation Committee.

(15) Communicate the recreation needs of assigned personnel to the Commanding Officer.

(16) Maintain recreation source materials pertaining to the proper administration of the recreational services program.

(17) The accounts of the Recreational Services Officer will be audited by the local Internal Review Staff as prescribed by BUPERSINST 7510.1, Local Audits of Recreational Services Activities (NOTAL), or the Audit Board as prescribed by the Bureau of Naval Personnel.

(18) Although not mandatory (unless also assigned as Recreation Fund Custodian), it is highly recommended that the Recreational Services Officer attend the BUPERS Afloat Management Course.

c. ORGANIZATIONAL RELATIONSHIPS. The Recreational Services Officer is responsible to the Commanding Officer for the proper functioning of recreation programs. Personnel assigned to recreational services shall report to the Recreational Services Officer. The Recreation Fund custodian shall assist the Recreational Services Officer in administering the recreation program.

### 303.15 SAFETY OFFICER (Units without Safety Department)

a. BASIC FUNCTION. The Safety Officer will be assigned to duty directly under the Executive Officer but with direct access to the Commanding Officer in matters of safety. The Safety Officer, when not a Department Head, will be of Department Head status and seniority in order to coordinate the safety program effectively. The Safety Officer is responsible for coordinating the implementation of a comprehensive safety program based on objectives established by the Commanding Officer, promoting maximum cooperation in safety matters at all levels, ensuring wide distribution of safety information, monitoring the submission of required safety reports to ensure accuracy and timeliness, and maintaining appropriate safety records and statistics.

#### b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Act as the principal advisor to the Commanding Officer on safety and health matters.

(2) Oversee unit-wide planning to implement all elements of the Safety Program.

(3) Prepare and submit, through the chain of command, requests for outside professional safety support such as

industrial hygiene surveys, comprehensive safety inspections and motor vehicle safety training.

(4) Participate in mishap investigations as appropriate.

(5) Ensure timely and accurate submission of required mishap reports.

(6) Maintain and analyze safety records (inspection/survey reports, injury reports, mishap statistics, specific hazard locations, and medical evaluation statistical data).

(7) Participate in or appoint a trained safety supervisor to participate in zone inspections.

(8) Ensure wide dissemination of safety information.

(9) Schedule/coordinate safety training with the Training Officer/Planning Board for Training.

(10) Serve as advisor-recorder of the Safety Council. Prepare agenda for issuance by the Commanding Officer/Executive Officer.

(11) Serve as chairperson of the Enlisted Safety Committee.

(12) Evaluate, in conjunction with the Safety Council, the unit's Safety Program for effectiveness and compliance.

(13) Ensure with the assistance of the 3-M Coordinator, that safety discrepancies beyond the unit's capability are properly identified in the Current Ship's Maintenance Project (CSMP) and are entered into the Availability Workload Package.

(14) Periodically monitor the Navy's Medical Surveillance Program.

#### C. ORGANIZATIONAL RELATIONSHIPS

(1) The Safety Officer reports to the Commanding Officer for matters regarding safety and to the Executive Officer for matters relating to the administration of programs and the correction of deficiencies.

(2) Personnel assigned to duty under the Safety Officer report to him/her.

(3) The Safety Officer collaborates with all department heads, executive assistants, and division safety officers in

safety matters and program management. All hands have direct access to the Safety Officer.

### 303.16 SECURITY MANAGER

a. BASIC FUNCTION. The Security Manager is responsible to the Commanding Officer for the management of the command information and personnel security program. An officer or civilian employee, GS-11 or above, designated in writing, as outlined in Chapter 6, Section 620.5 will be assigned this duty as sole, principal, or collateral duty depending upon the scope of the unit's security responsibilities. An officer designated as the command's Security Manager must be U.S. citizen, have a satisfactory Background Investigation, and have completed the Security Manager Correspondence Course, NAVEDTRA 10987 (series). The designation of such officers shall be identified on organizational charts, telephone listings, rosters, etc. The officer will have sufficient staff assistance and authority to carry out an effective information security program. Specific security tasks may be assigned to other officers, but the Security Manager remains responsible for coordinating all aspects of the information security program to ensure proper classification management, personnel security, information systems security, physical measures for protecting classified material, and security education and training.

#### b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Serves as the Commanding Officer's advisor and direct representative in matters pertaining to the security of classified information and personnel security.

(2) Develops written command information and personnel security procedures, including an emergency plan which integrates emergency destruction bills where required.

(3) Formulates and coordinates the command's security education program.

(4) Ensures that threats to security, compromises, and other security violations are reported, recorded and, when necessary, investigated vigorously. Ensures incidents falling under the investigative jurisdiction of the Naval Criminal Investigative Service (NCIS) are immediately referred to the nearest NCIS office. Maintains liaison with cognizant staff judge advocate or Naval Legal Service Office to ensure required investigations are completed in accordance with pertinent directives.

(5) Administers the command's program for classification, declassification, and downgrading of classified information.

(6) Coordinates the preparation and maintenance of classification guides in the command.

(7) Maintains liaison with the command's Public Affairs Officer to ensure that proposed press releases and proposed nonofficial works or speeches which could contain classified information are referred for security review. (See SECNAVINST 5720.44A, Public Affairs Manual; SECNAVINST 5510.25A, Responsibility Review of DON Information; and Navy Regs.)

(8) Ensures compliance with accounting and control requirements for classified material, including receipt, distribution, inventory, reproduction, and disposition.

(9) Coordinates with the Security Officer on physical security measures for protection of classified material.

(10) Ensures that any electrical or electronic processing equipment meets control of compromising emanations (TEMPEST) requirements.

(11) Ensures security control of visits to and from the command when the visitor requires, and is authorized, access to classified information.

(12) Ensures protection of classified information during visits to the command when the visitor is not authorized access to classified information.

(13) Prepares recommendations for release of classified information to foreign governments.

(14) Ensures compliance with the Industrial Security Program for classified contracts with DOD contractors.

(15) Ensures that all personnel who are to handle classified information or to be assigned to sensitive duties are appropriately cleared and that requests for personnel security investigations are properly prepared, submitted, and monitored.

(16) Ensures that access to classified information is limited to those with the need to know.

(17) Ensures that personnel security investigations, clearances, and access are recorded.

(18) Coordinates the command program for continuous evaluation of eligibility for access to classified information or assignment to sensitive duties.

(19) Maintains liaison with the command Special Security Officer concerning investigations, access to Sensitive Compartmented Information (SCI), continuous evaluation of eligibility, and changes to information and personnel security policies and procedures.

(20) Maintains records of personnel foreign travel reported by assigned personnel. These records should identify, whenever possible, the traveller's route and mode of travel, destination, length of stay, identity of fellow travellers (when accompanying the traveller), and identity of tour operator (if a tour operator is used).

(21) Coordinates with the command ADP and Physical Security Officers on matters of common concern.

#### c. ORGANIZATIONAL RELATIONSHIPS

(1) The Security Manager reports to the Commanding Officer on matters of security and to the Executive Officer for administration of the information and personnel security program.

(2) When assigned, the Top Secret Control Officer and the Information systems Security Officer report to the Security Manager. Personnel assigned to the Security Manager report to him/her.

(3) The Security Manager collaborates with Department Heads, the Security Officer, Communications Security Material (CMS) Custodian, Nuclear Safety Officer, ADP System Security Officer and others as necessary to ensure the safeguarding of classified information.

#### d. REFERENCES

(1) OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.

### 303.17 SECURITY OFFICER

a. BASIC FUNCTION. The Security Officer is responsible for the supervision, direction, and employment of the assets of the Security Department/Division, for the security of the ship, and for assisting the Commanding Officer to maintain good order and discipline of the ship. When no security officer is authorized/assigned; the duties, responsibilities, and authority described

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in paragraph 303.17b will be assumed by the CMAA or an assigned officer assisted by the CMAA.

**b. DUTIES, RESPONSIBILITIES, AND AUTHORITY**

(1) Plan, manage, implement, and direct the ship's physical security, law enforcement, antiterrorism, and loss prevention programs, including development and maintenance of comprehensive physical security instructions and regulations.

(2) Determine adequacy of the ship's physical security, antiterrorism, and loss prevention programs; identify those areas in which improvements are required. Prepare a command Physical Security Plan which identifies material, spaces, and equipment that require protection. Determine specific resources (personnel, material, and funds) required for the security of the command and constraints in resource application; and develop a concept of operations for contingencies and potential threats.

(3) Provide training for the Master-At-Arms force, brig staff, security watch standers, shore patrol personnel, beach guards, and ship's security response force.

(4) Coordinate with Department Heads concerning their respective departments, internal/external, and lower deck security watch and patrol requirements. Matters relating to the security of special weapons is under the cognizance of the Weapons Officer, and the Commanding Officer of the Marine Detachment, if assigned.

(5) Provide assistance to the Beach Guard Officer as required.

(6) Enforce U.S. Navy Regulations with respect to the use or introduction of controlled substances on board. Coordinate the efforts and scheduling of a drug detection dog, when embarked.

(7) Organize and direct the Master-At-Arms force in providing a positive law enforcement program to include both patrol and investigative functions.

(8) Ensure liaison concerning mutual security responsibilities is maintained with federal and civil agencies, host country officials or military activities.

(9) Enforce U.S. Customs laws as required.

(10) Exercise positive supervision over the brig.

(11) Ensure that when in port the brow, gangway (accommodation ladder), pier, forecastle, fantail, and perimeter security watches are manned by properly trained personnel.

(12) Ensure that security watches and Master-At-Arms patrols are established, both at sea and in port, and perimeter security watches are manned by properly trained personnel

(13) Ensure that security watches and Master-At-Arms patrols are established, both at sea and in port, to maintain a level of security that will protect the ship from any disruption.

(14) When directed by the Commanding Officer, post the internal and/or external security watch.

(15) During general visiting, direct the Master-At-Arms force in the posting of sentries and guides for the general policing of visitor area. Prior to getting underway, ensure a thorough search of the ship for stowaways is made by departments and a report of the search is made to the OOD.

(16) Ensure that the Master-At-Arms force acts as roving safety inspectors and assists the Safety Officer in keeping the safety program viable at all times.

(17) Provide guidance and assistance to the Commanding Officer on crime prevention/loss prevention and its impact on the quality of life.

(18) Develop and maintain a command Missing, Lost, Stolen, or Recovered (MLSR) Property Program and supporting loss prevention plan which:

(a) Identifies and prioritizes, by attractive nature and likelihood of loss, assigned property susceptible to theft and pilferage.

(b) Identifies command property accountability, inventory, causative research, and inspection procedures in effect.

(c) Establishes procedures for adequate internal and external investigative measures, and for the review and trend analysis of losses.

(d) Establishes command function areas and designates personnel to be active in, and responsible for, loss reporting, trend analysis review, and investigative requests and liaison.



(e) Establishes procedures for ensuring that all losses and gains, inventory adjustments, and surveys of property are reported following SECNAVINST 5500.4G and other directives as appropriate.

(f) Monitors legal, disciplinary, and administrative procedures applicable to those found responsible and liable for losses.

(19) Conduct physical security surveys, inspections, and audits.

(20) Identify the real property and assets, by priority, to be protected.

(21) Identify restricted areas and ensure such areas are properly designated by the Commanding Officer.

(22) Determine boundaries and establish perimeters of restricted areas.

(23) Assess the security threat to the ship including restricted areas.

(24) Determine and identify the necessary resources to implement effective Physical Security and Loss Prevention Programs.

(25) Recognize constraints in resource application.

(26) Determine and recommend establishment of barriers at points of ingress and egress (e.g. pier, brows, accommodation ladders, etc.).

(27) Develop and maintain the personnel identification and access control system(s), as required.

(28) Where applicable, coordinate security requirements of embarked staffs and ensure that those requirements are entered in applicable instructions.

(29) Provide technical assistance on all security matters.

(30) Develop security and anti-terrorism aspects of crisis management. Participate in the planning, direction, coordination, and implementation of procedures for crisis management of situations (including hostage situation) which pose a threat to the physical security of the ship. Act as the

commanding officer's crisis manager and primary staff advisor during any security related crisis.

(31) Identify through surveys, inspections, and budget submissions, physical security procedures, equipment, and security upgrades which will detect, delay, deter, and/or prevent wrongful removal, damage, destruction, or compromise.

(32) Identify other physical security measures and procedures necessary to accomplish the ship's mission.

(33) Establish and provide for maintenance of records relating to losses of government and personal property and violations and breaches of physical security measures and procedures. These records shall be retained until completion of the cognizant Immediate Superior in Command (ISIC) inspection cycle, or a minimum of three years, whichever is greater.

(34) Act as ship's point of contact for coordinating and monitoring physical security waivers and exceptions. Additionally, review and endorse requests for waivers and exceptions for forwarding to approving authority.

(35) Establish and maintain liaison and working relationships and agreements with the local NCIS Office or embarked NCIS Agent. Liaison with Federal investigative agencies must be conducted through the ship's servicing NCIS Office which is exclusively responsible for maintaining liaison on all criminal and security investigative and counterintelligence matters with federal law enforcement, security, and intelligence agencies.

(36) Serve as facilitator of, and be responsible for, minutes and records of the ship's Physical Security Review Committee.

(37) Maintain regular contact and coordinate with managers of specialized security programs within the ship concerning physical security threats and requirements.

(38) Maintain contact with and solicit advice from the cognizant staff judge advocate concerning the legal aspects of physical security.

(39) Develop, maintain, and administer an ongoing security education program encompassing physical security, crime prevention, loss prevention, antiterrorism, and local threat conditions.

(40) Identify the number of posts, patrols, and strengths of the security forces sufficient to protect from, react to, and confront situations and circumstances which threaten personnel and property.

(41) Prepare post orders, standard operating procedures, and training plans for the security force and security reaction force, to include use of force, apprehension, and temporary detention of intruders and violators, antiterrorism, and other appropriate topics.

(42) Develop written security orders and/or directives to cover all phases of physical security operations.

c. ORGANIZATIONAL RELATIONSHIPS

(1) The Security Officer reports to the Commanding Officer in matters relating to the physical security of the ship and to the Executive Officer for the administration of the physical security plan.

(2) The Security Officer collaborates with department heads, the Security Manager, and others as necessary to ensure the physical security of the ship.

(3) The Chief Master-at-Arms (unless also the Security Officer), the brig supervisor, and the physical security petty officer report to the Security Officer.

d. REFERENCES

(1) SECNAVINST 5530.4A, Naval Security Forces Ashore and Afloat.

(2) SECNAVINST 5500.29B, Use of Force by Personnel Engaged in Law Enforcement and Security Duties.

(3) OPNAVINST 5530.14B, Physical Security and Loss Prevention Manual.

(4) OPNAVINST 5510.1H, Department of the Navy Information and Personnel Security Program Regulation.

303.18 SENIOR WATCH OFFICER

a. BASIC FUNCTION. The Senior Watch Officer, under the direction of the Executive Officer, is responsible to the Commanding Officer for the assignment and general supervision of all deck watchstanders, both underway and in port.

**b. DUTIES, RESPONSIBILITIES, AND AUTHORITY**

(1) Maintain a data file of officer underway and in-port deck watchstanders, including watchstanding qualifications, assignment to watches, and section assignment.

(2) Coordinate the training of deck watch officers.

(3) Prepare the officer underway and in-port watch bills subject to the approval of the Commanding Officer.

(4) Prepare the enlisted underway and in-port watch bills subject to the approval of the Executive Officer.

(5) Schedule rotation of the unit's in-port duty sections.

(6) Arrange for and supervise training of watchstanders required to bear fire arms.

**c. ORGANIZATIONAL RELATIONSHIPS.** The Senior Watch Officer reports to the Commanding Officer for approval of officer watch bills and to the Executive Officer for the training of deck watch officers. He or she coordinates training with Security Officer as appropriate.

Heads of Departments will recommend qualified enlisted personnel of their departments for departmental watches to the Senior Watch Officer.

**303.19 SHIP'S SECRETARY**

**a. BASIC FUNCTION.** The Ship's Secretary is responsible, under the Executive Officer, for the administration and accountability of ship's correspondence and directives, for administration and custody of officer personnel records, and for the maintenance of reports and the forms control program. The Ship's Secretary supervises the preparation of the Commanding Officer's personal correspondence and fitness reports. The Senior Yeoman (YN) is the Commanding Officer's writer.

**b. DUTIES, RESPONSIBILITIES, AND AUTHORITY**

(1) Supervise the administration of the Captain's office.

(2) Review all correspondence prepared for the signature of the Commanding Officer or Executive Officer, ensuring that it conforms with the Navy Correspondence Manual and command directives.

(3) Process incoming and outgoing correspondence with the exception of Secret and Top Secret, unless also designated as Security Manager and Top Secret Control Officer, to ensure it is expeditiously routed and accounted for.

(4) Maintain the command's central correspondence files following SECNAVINST 5210.11D (NOTAL).

(5) Supervise the forwarding of required reports, and maintain the Master Reports Tickler File.

(6) Advise Department Heads, Executive Assistants, and clerical personnel on proper format of correspondence.

(7) With the exception of Naval Warfare Publications, maintain a reference library of all publications required for ship's administration. Maintain a master list of all publications and their location.

(8) Be the directives control point for all directives prepared, issued, or handled within the Navy directives system with the exception of department and division directives.

(9) Control the reproduction and issuance of directives signed by the Commanding Officer or Executive Officer. Maintain the command's central directives files.

(10) Be responsible for officer personnel record administration.

(11) Supervise the distribution, handling, preparation, and forwarding of officer fitness reports.

(12) Administer the officer personnel accounting system.

(13) Maintain official case files.

c. ORGANIZATIONAL RELATIONSHIPS. The Ship's Secretary reports to the Commanding Officer, to the Executive Officer regarding assigned duties, and to the Administrative Assistant regarding routine administration of personnel assigned to the Captain's office. All personnel assigned to the Captain's office report to the Ship's Secretary.

303.20 NAVY TACTICAL COMMAND SUPPORT SYSTEM COORDINATOR (NTCSS)  
(OPTIMIZED AND LEGACY SNAP)

a. BASIC FUNCTION. The NTCSS System Coordinator shall be an officer or chief petty officer (or senior petty officer aboard unit level ships) assigned the primary duty to coordinate the

implementation, operation and maintenance of the NTCSS. For Force Level commands, in addition to the NTCSS System Coordinator, an individual Functional Area Supervisor (FAS) will also be assigned for each individual application, such as SUADPS, R-SUPPLY, OMMS-NG, NALCOMIS and RADM. The FAS will report to respective Division Officers/Department Heads for subject related issues. For example, the FAS for R-SUPPLY would report to the Supply Officer for supply-related issues. The NTCSS Coordinator will be assisted by one or more NTCSS system maintainers who will be trained to perform preventive and corrective maintenance on the NTCSS system.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Be responsible for the operation and maintenance of the NTCSS system following Navy NTCSS guidelines.

(2) Serve as the primary point-of-contact between off-ship activities interfacing with the NTCSS system.

(3) Coordinate, monitor, and schedule NTCSS production requirements with functional area supervisors.

(4) Ensure equitable allocation of NTCSS services to all departments with functional requirements.

(5) Install and implement updated software and data files under the guidance of SPAWARSYSCEN and other support commands.

(6) Schedule and coordinate software/hardware assistance from TYCOM, SPAWARSYSCEN and other support commands.

c. ORGANIZATIONAL RELATIONSHIPS. The NTCSS System Coordinator will be a primary billet aboard ships with SNAP I/SNAP II systems. The NTCSS System Coordinator will be designated to provide a single point-of-contact and act as a data manager for NTCSS administration and operation. The NTCSS System Coordinator will report to the C<sup>4</sup>I Department Head as a special assistant in controlling the ship's data in all matters relating to the NTCSS system (implementation, operation, maintenance and ADP security requirements). The NTCSS System Coordinator will also keep any customer departments up-to-date as to system status.

303.21 TRAINING OFFICER

a. BASIC FUNCTION. The Training Officer assists the Executive Officer in the formulation and administration of the unit training program.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Serve as a member of the Planning Board for Training.

(2) Maintain contact with training activities of the shore establishment to advise the Planning Board on availability, and use of training facilities.

(3) Manage the formal schools training program, including obtaining and canceling quotas, dissemination of quota informa-

tion, preparation of Temporary Additional Duty (TAD) orders, TAD target funds (TADTAR) management, and service record entries.

(4) Coordinate indoctrination courses for all newly reported personnel.

(5) Prepare a training program for midshipmen and reserve personnel embarked for training duty.

(6) Evaluate, with the Planning Board for Training, the effectiveness of using records, reports, graphs, and other control devices for unit-wide, department, and division training programs.

(7) Prepare, issue and maintain training schedules after the Planning Board for Training has outlined the requirements.

(8) Coordinate with the Operations Officer in scheduling training exercises.

(9) Supervise implementation of The Personnel Qualification Standards (PQS) System and ensure its use as the basis for training objectives within the command training program.

(10) Maintain an index of applicable PQS for use in the unit. Ensure that an adequate supply of all applicable PQS packages is maintained.

(11) Supervise the administration of the command's overall training program.

(12) Coordinate a safety training program with the unit's Safety Officer. See paragraph 705.2a and b.

c. ORGANIZATIONAL RELATIONSHIPS. The Training Officer reports to the Executive Officer regarding assigned duties. He/she collaborates with the following officers in developing the overall training program and in implementing special training programs:

- (1) Other members of the Planning Board for Training
- (2) Department heads
- (3) First Lieutenant
- (4) Damage Control Assistant
- (5) Administrative Assistant/Personnel Officer



- (6) Educational Services Officer
- (7) Training Assistants of department heads.
- (8) Security Manager
- (9) Safety Officer
- (10) Legal Officer

Personnel assigned to the training office report to the Training Officer.

### 303.22 3-M COORDINATOR

a. BASIC FUNCTION. The 3-M Coordinator manages all facets of the 3-M program. Prerequisite formal schooling in administration and operation of the shipboard 3-M system or appropriate PQS qualification in 3-M system will be completed prior to assignment.

#### b. DUTIES AND RESPONSIBILITIES

(1) Carry out the duties and responsibilities set forth in OPNAVINST 4790.4B.

(2) Identify safety deficiencies and coordinate corrective action (See paragraph 705.3).

c. ORGANIZATIONAL RELATIONSHIPS. The 3-M Coordinator reports to the Executive Officer for coordination and direct supervision of all facets of the 3-M program. Department Heads, Division Officers, Departmental 3-M Assistants, and Work Center Supervisors collaborate with the 3-M coordinator on matters relating to the 3-M system. In aircraft carriers the 3-M Coordinator reports to the Maintenance Management Department (MMD) Head.

### 303.23 LAY READER

a. BASIC FUNCTION. A Lay Reader may be appointed in writing by the Commanding Officer to serve for a period of time to meet the religious needs of a particular religious faith group. Commanding Officers are encouraged to seek the advice and assistance of the Command Chaplain or chaplain attached to a higher echelon regarding the selection of an appropriate lay reader. There is no civilian credential or approval implied in the appointment by the Commanding Officer. In addition, appointment as Lay Reader terminates when the need is no longer apparent; for example, at the end of a deployment, or when the Lay Reader is

transferred. Lay readers shall be selected on the basis of high moral character, motivation and religious interest. Commanding Officers will ensure that lay readers are properly trained. In order to facilitate their work with chaplains and lay readers of all faith groups, Religious Program Specialists (RP) will not be assigned as lay readers.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Conduct lay services of his/her specific faith group. Lay-conducted services are supplemental to the Command Religious Program derived out of necessity and are not to be considered a substitute for divine services conducted by chaplains or ordained civilian clergy.

(2) Except in extraordinary circumstances, chaplains shall be the only persons to administer sacraments aboard Navy ships. In cases of necessity, however, Commanding Officers may permit lay readers to administer sacraments to members of their faith group, providing the lay reader has been approved in writing by the specific religious body. Although religious authority to administer sacraments may be granted to a lay reader by a particular faith group, permission to administer sacraments aboard a Navy ship rests solely with the Commanding Officer.

(3) Offerings should not be taken at lay-conducted services, except as authorized by the Commanding Officer. Any monies collected will be used for religious benevolence purposes only.

c. ORGANIZATIONAL RELATIONSHIPS. Lay readers aboard ships without chaplains report to the Executive Officer regarding their responsibilities. Coordination with a chaplain of the next higher echelon is required unless precluded by military necessity. Lay readers aboard ships with chaplains report directly to the chaplain.

d. REFERENCES

(1) SECNAVINST 1730.7A (NOTAL)

(2) OPNAVINST 1730.1B

303.24 NAVAL RESERVE COORDINATOR

a. BASIC FUNCTION. The Reserve Coordinator assists the Executive Officer in the proper administration of Naval Reserve Personnel assigned to fill valid mobilization billets of the command or assigned for training. The basic functions are:

(1) Coordinate the integration of reserve personnel into their assigned mobilization billets and assist in their training and readiness.

(2) Plan and coordinate training for Selected Reserve personnel embarked on their annual two-week Active Duty for Training (AT) and weekend Inactive Duty Training Travel (IDTT). Maintain liaison with reserve unit representatives in meeting mobilization readiness needs of the command.

b. DUTIES, RESPONSIBILITIES AND AUTHORITY

(1) Manage the reserve training program by planning, monitoring, and evaluating the mobilization training of assigned reserve units/personnel to include:

(a) Monitor mobilization billet qualification progress.

(b) Provide necessary support for reserve unit training functions.

(c) Provide command assessment on the specifics of unit readiness attainment.

(d) Ensure the completion and forwarding of all individual and unit evals/reports as required.

(2) Provide preplanning to optimize training opportunities in the following areas:

(a) Personnel Qualification Standards (PQS)

(b) NOBC/NEC requirements

(c) Watchstanding qualifications

(d) Warfare qualifications

(e) Team training: i.e., Damage Control, firefighting teams, etc.

(f) Indoctrination, lectures, familiarization of command.

(g) School quotas or short courses of instruction available relevant to reserve training.

(3) As a member of the Planning Board for Training (PBFT). Coordinate time periods for scheduling of AT and IDTT to maximize reserve training.

(4) Coordinate with appropriate personnel to ensure adequate planning for:

- (a) Berthing
  - (b) Messing
  - (c) Watch assignments
  - (d) Necessary transportation during AT or week-end training
  - (e) Orders processing, pay, travel claims, receipt of administrative packages (Record of Emergency Data)
  - (f) Receipt of health records, medical support
  - (g) Issuing of appropriate foul weather clothing and safety equipment
- (5) Notify unit of required security clearances, small arm qualifications.

c. ORGANIZATIONAL RELATIONSHIPS. The Reserve Coordinator reports to the Executive Officer regarding assigned duties and interfaces with the Selected Reserve unit representative for input prior to the training period and while the unit is present to ensure training objectives are achieved. The reserve unit representative shares equally in the responsibility to coordinate training with the Reserve Coordinator. The Reserve Coordinator collaborates with the following officers in administering the command's reserve training program.

- (1) Members of the Planning Board for Training
- (2) Division Officers
- (3) Administrative Assistant/Personnel Officer
- (4) Security Manager/Officer
- (5) Senior Watch Officer
- (6) Medical Representative